



**RECORD OF PROCEEDINGS
REGULAR BOARD MEETING
April 18, 2023**

Authority Board President Ed VanWalraven called the meeting to order at 9:00 a.m. Other Board members present were Leroy Duroux, Elizabeth Striegler, Dave Heivly, John Young (via Lifesize) and Scott Arthur. Others present were Chief Scott Thompson, Deputy Chiefs Richard Cornelius, and Kevin Issel, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas, IT Director Erik Johnson, Division Chief Daniel Palmer, Battalion Chief Chance Goldyn, Attorney Bob Cole (via Lifesize), and Executive Assistant Jennifer Diamond.

Meeting Called to order by President Ed Van Walraven at 9:00

Introduction of Guest: Director Elect Michael Foster

Minutes of March 21, 2023 Meeting:

President Van Walraven asked for a motion to accept the minutes for the March 21, 2023 meeting; Director Striegler moved to accept the minutes; Director Arthur seconded the motion. The motion carried 6 – 0.

Attorney's Report:

Attorney Cole stated that he had reviewed real-estate papers for the two River Park Condo purchases and saw no issues.

Chief Thompson and Attorney Cole drew up Resolution No. 3, Series of 2023, to authorize Chief Thompson ability to authorize the purchase of the condos. Attorney Cole also advised he worked on a couple of minor personal issues.

Chief's Report:

Chief Thompson presented Resolution 2, Series of 2023, to the Board, a resolution to accept Pitkin County Hazard Mitigation Plan (HMP). Chief Thompson further explained that in 2018 we had this HMP in both Pitkin and Eagle County. Chief Thompson explains this Hazard Mitigation Plan was important for Lake Christine as RFFRA was then eligible for FEMA funds. Chief Thompson explains if this is not adopted, RFFRA will not be eligible for future FEMA funds. Chief Thompson advised that Eagle County is

just starting the process and that Deputy Chief Kevin Issel is working with Eagle County to adopt this plan with them. Director Duroux made a motion to approve Resolution No. 2 series 2023. Board Member Dave Heivly seconded the motion. The motion passed 6-0 with no discussion.

Chief Thompson presented Resolution No. 3 Series of 2023; which he finished last night with Attorney Bob Cole. Chief Thompson explained that the title Company had asked for the resolution after hours on Friday. Chief Thompson explains this resolution permits RFFRA to purchase the property. Chief Thompson reported we did not need a resolution when RFFRA purchased the Willits unit. Attorney Cole explains that different title companies require different paperwork. Attorney Cole explained that the title company needs confirmation that the purchase has been authorized and that the people signing the documents are within purview of Authority and able to purchase the units, thus requiring the corporate authority resolution.

President Van Walraven asks for a motion to accept Resolution No. 3 Series of 2023., Board Member Dave Heivly made a motion to accept; Treasurer Ellie Striegler second the motion with no discussion, - Motion carries 6-0.

Chief Thompson notified the Board that within the resolution, half of the purchase of the unit 202 is the office space CMC will purchase. Chief Thompson advised he is still working on a real-estate contract with CMC once the Town of Basalt accepts the changes needed in the deed restriction. Chief Thompson advised the deed restriction needs to change as the firefighters at RFFRA made more than The City of Basalt's deed restriction allows. Chief Thompson advised this second reading with the town will take place on 4/25/2023, so far, there have been no issues / no oppositions with the deed restrictions RFFRA is changing. Chief Thompson advised the closing will occur around May 10. Once concluded, the Authority will need to close with CMC to get \$250,000.00 dollars recouped when we sell them the office space. Chief Thompson advised the PUD is attached to unit 202 and it was easier to just have RFFRA make the whole purchase of the office space and unit then sell the office space back to CMC after the purchase. Chief Thompson advised CMC is planning on using their space for education.

Chief Thompson advised the Board that the tender ordered in 2021 should be delivered in January 2024. Chief Thompson advised the supply chain is not affecting RFFRA so far.

Finance Director's Report:

Finance Director Jennifer Thompson stated our budget is right on track for the year. As of the end of March the usage was at 25%. Per request of the Board, Finance Director Jennifer Thompson noted a shortened financial report that will go on the website quarterly.

Finance Director Thompson stated that she had received final payment on West Sopris Creek Fire Station project so that grant will be closed out. Finance Director Jennifer Thompson stated that \$50,000.00 will go back into Roaring Fork because Roaring Fork spent money on Station 46's building. Finance Director Thompson advised the audit at the end of March went well, tying it up now with little issues.

Finance Director Thompson advised there is a need to have a Special Meeting on May 16, 2023 to swear in the new board members for both SFWPD and BFD. The meeting will be at 9:00 am to swear them in then the Authority meeting will follow.

Fire Marshal's Report:

Chief Thompson advised; the Fire Marshals are out on inspections at the River Park Building. Chief Thompson advised they are ready to occupy the building, and scheduled inspections at 8:30, and cannot make this meeting.

Deputy Chief Cornelius' Report:

March Volunteer Hours

385.25 total volunteer hours

222.5 In-station hours

40.5 Responding from Home/Work (37 were OCO hours)

122.25 All-Call Only

Incidents

March 2023

240 Total Incidents

128 EMS related incidents

March 2022

227 Total Incidents

133 EMS related incidents

Increase of 13 incidents

5.7%

2023 YTD

751 Total Incidents

378 EMS related incidents

2022 YTD

746 Total Incidents

400 EMS related incidents

Increase of 5 incidents

0.7%

New Ambulance

We are working to place the new ambulance in service. The Pitkin County Board of County Commissioners will approve the ALS permit at their regular meeting on April 25, 2023.

California Vendor Visit

Members of the Wildland Team traveled to Chico, CA to evaluate a new concept for wildland firefighting apparatus. QTAC, a vendor that specializes in wildland firefighting apparatus and equipment was visited. Chico Fire Department and Firestorm Wildland Fire Suppression (private contractor) were also visited. Both have wildland firefighting apparatus purchased from QTAC.

Active Shooter Hostile Event (ASHER) Multi-agency Operational Guideline

Aspen Ambulance District, Aspen Fire Protection District, Carbondale & Rural Fire Protection District and Roaring Fork Fire Rescue Authority have adopted the ASHER Multi-agency Operational Guideline. In-service training is taking place this week on the ballistic protective equipment (BPE). It will be placed on Authority ambulances and Battalion 4. BPE will allow entry into a warm zone under law enforcement escort.

Pitkin County Mass Casualty Incident (MCI) Plan

Agencies in Eagle, Garfield and Pitkin County were surveyed for the Pitkin County MCI Plan. A small workgroup met to review survey results, discuss next steps and assign tasks. April 24th is the assigned task deadline. Valerie MacDonald will work with Keith Ikeda to create a draft MCI Plan. A meeting with stakeholders will be scheduled to solicit input. Targeted project completion is April 28th and there is the possibility the MCI Plan will be presented to the BOCC.

CO EMS Supplemental Payment

We successfully underwent a comprehensive audit review (CAR) that was closed yesterday. The next step is to complete the cost report certification which will be provided in either July-August 2023.

Ambulance Base Rate Charges and Bundled Billing

We are continuing to monitor ambulance base rate charges and bundled billing. All charges from January 01, 2023 through March 15, 2023 have been reviewed. Residents and tax payers of BRFPD and SWFPD districts have been identified. Residents and tax payers are billed on an "insurance only" basis with any out-of-pocket, copayments or deductible expenses waived. Moving forward we will review charges on a monthly basis.

Financial Assistance Policy

Andres Medical has the Financial Assistance Policy you approved in March. An application was created that still needs to be translated to Spanish and posted on the Authority website.

President Van Walraven asked if any one has question for Richard. Board Member Scott Arthur asked how the determination of property owners would be taken care of. Deputy Chief Richard Cornelius responds by saying Andres, which is the third-party billing company used by RFFR, sends a report and that report identifies the date service, the name of the individual and the physical address. At that a point we cross reference it with our list of property owners provided by the accessor's office for Pitkin County and Eagle County. Deputy Chief Richard Cornelius goes on to say that anybody that is identified as a property owner is flagged and then he also goes back and looks at any addresses on that report; any address that falls within our authority is identified. Deputy Chief Richard Cornelius noted that once we go through that list, we send it back to Andres and they flag it in their system so there is not a balance billing sent to the patient. Board Member Scott Arthur responds with thank you.

Kevin Issel Report:

Deputy Chief Kevin Issel stated he is starting spring operations firing up all sprinklers at 41,42, and 45. Deputy Chief Kevin Issel stated the international truck sold to one of our employees.

Human Resource Director's Report:**Strategic Plan:**

HR Director Renee Thomas stated that the strategic plan teams continue to make progress in their areas. HR Director Thomas stated the cultural handbook committee is finished and the compensation team is putting in a lot of hours each week to present to Executive staff in April and the RFFRA Board in May. HR Director Thomas stated the career progression team is taking some time to reevaluate as they have been on a break after their presentations from last year. HR Director Thomas stated currently this team is reviewing where they were at and where they need to continue to go in order to present their plan to the Roaring Fork Board. HR Director Thomas stated because it has been a while since they presented anything she thinks they will need to present to the Executive team before the Roaring Fork Board. HR Director Thomas believes a presentation will be ready by the end of summer from the career progression team. HR Director Thomas stated the employee recognition team is working hard and sent HR Director Thomas a file with the team information in it. HR Director Thomas says the employee recognition team members are very engaged but not ready to present to anyone.

HR Director Thomas stated the compensation team has been meeting for the last few months every week or at least a couple times a week. The team has a vision they will present, and right now, they are doing data analytics to determine where people would fit into this plan to figure out how that will impact the budget. HR Director Thomas stated the team is looking at every full-time employee, and they have yet to determine how part-time staff would fit into this model. HR Director Thomas said once the compensation team gets this data, they will bring this information to Finance Director Jennifer Thompson to tie in how much the benefits would cost because there is a compensation, benefits, unemployment insurance, workers' compensation, Medicare, and retirement costs; which would all impact this program. HR Director Thomas stated this team is working very diligently and wants to present to the Roaring Fork Board by May 16,2023, to have some data to let the board know of any budgetary impact in case the board needs to go to the community for a vote. HR Director Thomas stated this team still needs to take it to the Executive team before it goes to the Roaring Fork Board of Directors.

HR Director Thomas stated interviews were conducted last Friday April 14,2023, for Temporary Wildfire Severity Crew members, and she will make four contingent job offers.

Master Plan:

Chief Scott Thompson stated that he is working with David Detwiler on a presentation for next month on the Station 42 building, employee housing, training facility, maintenance facility. Chief Scott Thompson stated they try to meet weekly. Chief Scott Thompson stated they are trying to put numbers in the boxes so we understand what the bond issue would look like. Chief Scott Thompson stated that he and Finance Director Jennifer Thompson will work with the Accessors Office to try to get a number back so we can get an idea.

Public Comments:

None

Board Comments:

Board Member John Young stated that he was recently asked to give his opinions on Chief Thompson and Finance Director Jennifer Thompson and he wanted his comments known in public. Board Member John Young stated that he feels RFFR is extremely fortunate to have the two of them setting up this organization. He thinks back to the Lake Christine Fire, he noted Chief Thompson was the first on the scene and recognized that it was a fire beyond our control, without question. Board Member John Young stated Chief Thompson notified the Feds, the State, all the local jurisdictions and immediately mobilized a force that were it not for the fact that he has the kind of credentials that he does and the respect of all the agencies, Board Member Young said he did not think we would have gotten the mobilization that we got and through his actions and others we saved ElJebel. Board Member Young said Chief Thompson is the glue and mastermind that got us through the merge. Board Member Young said he can't say enough about how proud he is of Chief Thompson and his leadership.

Board Member Young said in regards to Finance Director Jennifer Thompson as we have now all seen and Snowmass has seen for a couple of years audit after audit nothing but a clean report. Board Member Young said our reports are concise easy to read and follow and generally speaking 100% on budget year after year after year.

Board Member Leroy Duroux stated he attended the volunteer meeting last month. It went well; he thought there were few volunteers, but he understands the time it takes to participate in these meetings; the volunteer group is healthy, happy, and productive.

Staff Comments:

None

Old Business:

None

New Business:

None

Volunteer Meeting:

The next volunteer meeting will be held in person on Tuesday, May 2, 2023, at 6:00 p.m. at Station 42. Ellie Striegler or Scott Arthur stated that one or both of them would attend this meeting.

Non-Agenda Items:

None

Adjournment:

Director Leroy Duroux made a motion to adjourn the meeting, it was seconded by Treasurer Striegler. All were in favor and the motion passed 6 – 0. The meeting was adjourned at 9:27 a.m.

To watch this meeting in its entirety, please go to the following link:

<https://youtu.be/8QhipgaRMgg>